

# **ONLINE TEACHING** **POLICY DOCUMENT**



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

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## **POLICY DISCRETION**

Online has become the default mode of education during this long lockdown period in the wake of Covid-19. What does this mean for the institutions, administrators and students in the long run is getting clearer. The COVID-19 pandemic is set to change the world sooner than we know. The way our governments, institutions, organizations, and people think and function, will radically change perhaps for the long term. The higher education sector is undergoing a tectonic shift right now. What several futurists and education technologists have been forecasting for long, is now happening.[1]

With the advent of Internet and World Wide Web (www), the access to information has become very easy and the entire world is moving towards digitization. Twenty first century students learn in a global classroom and not necessarily within four walls. They are more inclined to find information by accessing the Internet through mobile phones and computers, or chatting with friends on a social networking site. The advancements in technology and the plethora of powerful and innovative digital devices and tools have a great potential to improve educational outcomes. Educators must understand that the use of digital content and devices will improve teaching and learning and thus enhance educational opportunities and benefit the Millennial. The E-content development is meant to understand the meaning and standards of E-content, learning objects, designing and development of digital resources for teaching and learning.[2]

## **OBJECTIVES:**

The objectives are to

- (a) Promote generation of e-content in all subjects;
- (b) Develop teachers and experts resources in e-content creation;
- (c) Make available the e-content to teachers and students through various delivery modes for formal and non-formal education, for supplementing and complementing the process of teaching and learning in higher education.[3]

## **Online Teaching Policy:-**

- ❖ The e-content development and the associated web-based learning described here do not seek to replace traditional teaching and learning, but are expected to supplement them.
- ❖ Online courses must meet the same standards as an equivalent physical class room course teaching.
- ❖ It is dedicated to fulfill rules and regulations regarding the operation of professional education institutions in which students are enroll.
- ❖ Student information may not be posted outside of secured systems any time during online teaching.
- ❖ New online created course materials, its delivery format and quality of contents shall be approved from IQAC Committee.
- ❖ Faculty are responsible for establishing the course learning objectives and the course outcomes.
- ❖ An online student orientation shall be made available to students enrolled in an online.
- ❖ Faculty shall take the care of copyright and plagiarism of online teaching materials.
- ❖ The Information Technology Act, 2000 (It is the primary law in India dealing with cyber-crime and electronic commerce.) Under this Act, it may be permissible to make some copyrighted materials.
- ❖ Students should be made aware of the institution's copyright policies, specifically that online course content may subject to copyright laws and protections.
- ❖ LMS create eLearning content (lessons), organize it into courses, deliver the content enroll students to said courses, and, finally, monitor and assess their performance attendance, grades, etc

## **The e-content should be**

- ❖ simple to follow since we want to focus on quality of teaching material and not the format, rules
  - (a) Ensure text, lecture and complete course material are available as per e-Content template.
  - (b) Preview the e-content produced and certify its correctness academically by IQAC departmental coordinator or Head of Department (HOD)
  - (c) A short online training for e-content development may be given for proper e-content generation.
  - (d) Ensure corrections suggested by the higher level are incorporated by the respective faculty.
  - (e) The subject expert(s) shall produce content for each of the topic comprising the following aspects
    - Objective summary /agenda
    - Course outcome & Programme Outcome
    - Text /PPT /Diagrams/Problems
    - Examples / Case studies/ NPTEL Videos (if any)
    - Audio and or video
    - Assignments(if any)
    - Quiz/Questions on cover topic (if any)
    - References
    - Related Links
    - Download material(book PDF, notes, etc.)
    - Blog/ discussion forum for reviews from the learner
    - Innovative Teaching Methodology

## **The video should be**

- Technologically Friendly, Learner Friendly, Learner Centric.
  - The beginning of the video/ ppt common template.
  - It should use Learner Centric Pedagogy: Many types of interaction methods should be included to make the learning process effective and efficient.
  - Project Based Learning/Teaching: so as to employ different strategies for skill, competency and functionality developments.
  - When the video recording general statement used to present yourself.
  - Number of video lecture per unit must be minimum 3 to 4...
  - After finishing video ask some quiz or give some assessment task.
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- ❖ Focus on 'Active' Learning
    - To engage students who are not in the room during a lesson, the course should mix spurts of discussions, collaboration, video and audio clips, and hands-on exercises with text and possibly brief video lectures, This is applicable to mathematical topic or subjects.
  - ❖ Be Present
    - No matter where teaching and learning take place, the importance of the faculty member being there and being mentally present with the students is the most important thing they can do.
  - ❖ Digital Tools
    - Teacher use any digital tool for recording video lecturer (e.g. zoom app, Google meets, Microsoft teams, etc.) and allowing them to use digital tools for their assignments (Multimedia Assignments)
  - ❖ Recording Without Background Noise
    - Always switch off the TV and other devices like fans and air conditioners that can contribute a low hum to the recording. Always set mobile in-flight mode. Close all the doors and windows and draw up the curtains. It can get a little stuffy after a while and it's better to do a session.
  - ❖ Dress code

- Wear formal dress code. Avoid high-contrast clothing Don't wear polo/round Tee shirt, etc( I – Card is compulsory - Should be there)
- ❖ Time constraint
  - The video should not too long,15-20 minutes at one stretch. In case of problem it, depends on the teacher to how much it stretches.
- ❖ Citation
  - The citation is required when using the ideas (artwork, photos, videos, etc.) or words of others.
- ❖ College Infrastructure
  - When a teacher is recording video, If he/she want to use college infrastructure like digital classroom, seminar hall, projector, camera etc.. Will use it
- ❖ References
  - [1] C.P. Gopinathan K. Ramachandran, "Higher Education post-COVID-19 ", THE HINDU, APRIL 14, 2020
  - [2] Dr. P. Malliga, National Institute of Technical Teachers and Research, Chennai National Institute of Technical Teachers and Research, Chennai, "[https://swayam.gov.in/nd2\\_ntr20\\_ed11/preview](https://swayam.gov.in/nd2_ntr20_ed11/preview)"
  - [3] Guidelines for e-Content Development, "UNIVERSITY GRANTS COMMISSION (UGC)" 2007 – 2012,NEW DELHI – 110 002

**Prepared By-IQAC Cell**

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